

Tidewater Council, Boy Scouts of America
Position Description

Prepared especially for:

For the position of: **Unit Popcorn Kernel**

Length of term: June 2020 – November 2020

Reports to: District Popcorn Kernel

Responsibilities:

1. Set and achieve the 2020 unit popcorn goal of \$_____ in gross sales.
2. Prepare for the sale.
 - a. Attend Popcorn Sale Kick-off and any supplemental training as needed.
 - b. Create a unit incentive plan to encourage Scouts throughout the sale.
 - c. Schedule, promote, and conduct a Unit Popcorn Kickoff.
 - d. Ensure families understand the unit's plan for selling popcorn and each Scout's (minimum) sales goal.
 - e. Promote all methods of selling to Scout families, including online sales.
3. Coordinate logistics.
 - a. Compile the unit's orders for popcorn and prizes. Input information into the Scout Boss software by the due dates.
 - b. Arrange for the unit to pick up popcorn deliveries at its scheduled time.
 - c. Manage popcorn inventory, checkouts, and returns.
 - d. Coordinate Show & Sell locations and timeslots.
4. Manage funds.
 - a. Collect money due from each Scout.
 - b. Make payments due to the council on or before the due dates.
5. Stay updated on the sale. Information will be shared in the popcorn guidebook, via email from the council and district kernels, in the Electronic Knapsack newsletter, and in the Tidewater Council Popcorn Kernels Facebook group.